

LA TROBE UNIVERSITY

ACADEMIC BOARD

Minutes of the four hundred and fifteenth meeting of the Academic Board held in the Council Chamber, John Scott Meeting House, La Trobe University, Bundoora Campus on Wednesday 9 May 2007 at 9.30am

PRESENT: Professor R W Parish (Chair), Professor C Adams, Dr A Brookes, Professor M Chanock, Dr L Crase, Dr R Croome, Professor S Crowe, Dr M Davidson, Professor D de Vaus, Dr J Douglas, Professor G Durden, Professor G Farrell, Professor J Fitzgerald, Ms M Frederico, Ms C Freebody, Mr B Goddard, Professor E Gow, Mr J Griffiths, Professor R Harbridge, Professor F Hardman, Professor N Hoogenraad, Dr L Howie, Dr J Jackson, Professor P Johnson (Vice-Chancellor), Dr D Kirkby, Professor D Kirkpatrick, Ms L Lavender, Professor G Leder, Professor L Ling, Dr J McArdle, Dr G Mayer, Professor T Murray, Mr A Plaisted, Professor V Prain, Mr K Reed, Mr P Richardson, Professor I Robinson, Dr D Rogers, Dr M Ryan, Dr K Souter, Professor H Swerissen, Dr D Tillett, Mr G Villalta, Dr A Vongalis-Macrow, Professor R Walker, Professor H Westerbeek, Professor E Weigold and Mr Y Yang.

SECRETARIAT: Ms A Cowburn

IN ATTENDANCE: Professor R Adams, Professor J Brett, Professor R Brownlee, Professor L Cahill, Mr B Carboon, Professor K Dodd, Dr R Douglas, Dr K Ferguson, Professor C Handley, Professor Z Hoque, Mr L Lyell, Dr E Martens, Ms C Morriss, Professor P Murphy and Professor A Perry.

PART A: PROCEDURAL MATTERS

(i) Apologies and Attendance

The Chair welcomed the new Vice-Chancellor, Professor Paul Johnson, to Academic Board and thanked Professor Chris Handley for Acting as Chair of Academic Board during his time as Acting Vice-Chancellor.

Apologies were received for Dr Sue Beeton, Ms Johanna Gwynn, Dr Trevor Hogan, Ms Lyn Lang, Ms Virginia Mansel Lees, Mr Antonio Pagliaro, Professor Susan Paxton, Dr Mark Sandeman, Ms Frances Sheehan, Professor George Stephenson and Professor Gordon Walker.

(ii) Approval of Agenda and ordering of Agenda Items

The Board resolved to approve the Agenda, as circulated.

The Board received the following tabled papers:

- AB07/60 *Attachment J*, Appointment by invitation: Professor of Education
- AB07/60 *Attachment K*, Appointment by invitation: Associate Dean, Research
- AB07/60 *Attachment L*, Appointment by invitation: Chair in Electronic Engineering
- AB07/60 *Attachment M*, Appointment by invitation: Research Quality Framework Coordinator
- AB07/60 *Attachment N*, Report of Honorary Degrees Committee: Professor Xu Zhihong
- AB07/60 *Attachment O*, Report of Honorary Degrees Committee: Dr James Riady
- AB07/60 *Attachment P*, Report of Honorary Degrees Committee: Dr Bob Anderssen
- AB07/62 Award of Degrees and Diplomas
- AB07/89 Report of Selection Committee: Chair in Tourism Management
- AB07/95 Research Agenda

(iii) Outstanding Matters

The Board received and noted report AB07/59.

(iv) Matters approved on behalf of Academic Board

The Board received report AB07/60 and noted the following matters which had been approved on its behalf since its last meeting:

- (a) Membership of Committees:
 - (i) *Selection Committee: Professor/Associate Professor of Public Health and Head of School*, as detailed in Attachment A to AB07/60;
 - (ii) *Committee on Outside Studies Programs*, as detailed in Attachment B to AB07/60;
- (b) Award of degrees and diplomas, as detailed in Attachment C to AB07/60;
- (c) Refilling of position:
 - (i) a proposal from the Faculty of Health Sciences to refill a position in Child Language in the School of Human Communication Sciences, as detailed in Attachment D to AB07/60;
- (d) Establishment of Prizes:
 - (i) *Faculty of Health Sciences: Soroptimist Prize*, as detailed in Attachment E to AB07/60;
 - (ii) *Faculty of Education: Soroptimist International of Shepparton Inc Regional Education Scholarship*, as detailed in Attachment F to AB07/60;
 - (iii) *Faculty of Education and Bendigo Tertiary Education Anniversary Foundation: Flo Robinson Postgraduate Special Education Scholarship*, as detailed in Attachment G to AB07/60;
 - (iv) *Faculty of Law and Management: Brown Baldwin Award for Excellence*, as detailed in Attachment H to AB07/60;
- (e) Course proposal:
 - (i) a proposal from the Faculty of Science, Technology and Engineering to offer the Bachelor of Pharmacy and Bachelor of Pharmacy (Honours) at Masterskill College of Nursing and Health, Cheras, Malaysia, as detailed in Attachment I to AB07/60;
- (f) Appointments by invitation:
 - (i) *Professor of Education*, as detailed in confidential tabled Attachment J to AB07/60;
 - (ii) *Associate Dean, Research*, as detailed in confidential tabled Attachment K to AB07/60;
 - (iii) *Chair in Electronic Engineering*, as detailed in confidential tabled Attachment L to AB07/60;
 - (iv) *Research Quality Framework Coordinator*, as detailed in Attachment M to AB07/60;
- (g) Report of Honorary Degrees Committee:
 - (i) *Professor Xu Zhihong (President, Peking University, PRC)*, be awarded the degree of Doctor of Science (*honoris causa*), as detailed in confidential tabled Attachment N to AB07/60;
 - (ii) *Dr James Riady (Chairman, Pelita Harapan Educational Foundation, Indonesia)*, be awarded the degree of Doctor of Letters (*honoris causa*), as detailed in confidential tabled Attachment O to AB07/60; and
 - (iii) *Dr Bob Anderssen (formerly of CSIRO)*, be awarded the degree of Doctor of Science (*honoris causa*), as detailed in confidential tabled Attachment P to AB07/60.

(v) Report of the Vice-Chancellor

The Vice-Chancellor reported on a number of matters of current interest.

- (a) *Library incident*

The Vice-Chancellor expressed the University's concern for the student (and her family) who was the victim of an attack that took place in the Library at the Bundoora Campus yesterday. The student was recovering in hospital and the University would remain in frequent contact with her family. Crisis security measures were activated and University Security staff on the scene within 2 minutes of the incident, with the police arriving within 7 minutes. The Vice-Chancellor extended his thanks to the Security staff and the police involved.

The Vice-Chancellor advised that security procedures were constantly being reviewed, and stated that freedom of access to the University should not be restricted. It was noted that the perpetrator was in custody and had been charged with attempted murder.

(b) *The Argus Building*

There had been some negative press attention regarding the cost of removing asbestos from the Argus Building. The Vice-Chancellor advised that the University, at the time of purchase, had known that the building contained asbestos, but more had been discovered once building works had commenced. As a result, further work was being done on the business case.

(c) *State budget*

As part of their budget announcement, the State Government had advised that they would provide \$180 million to support the construction of a Biosciences Research Centre on campus. The Vice-Chancellor advised that a full risk analysis would be undertaken and the decision to go ahead with this project would ultimately be the University Council's.

The State Government had also announced that they would provide \$1.5 million in funding for an oral health laboratory in Bendigo.

(d) *Student Load*

The University had achieved 102.6% of the student load target overall. There was a variation across faculties and campuses. The Board noted that international student numbers were above the budgeted target.

(e) *University budget*

The operating deficit of \$7 million last year was of concern to the Vice-Chancellor and a review of the University finances and budget model would take place over the next 6 to 9 months. A transparent cost accounting structure was required. The Vice-Chancellor advised that he intended to focus on growing revenue.

The Vice-Chancellor advised that he would spend the next two months speaking to staff and students to find out what their ambitions with regard to the University were and would then produce a "green paper" setting out the challenges and opportunities for the University.

(f) *Senior appointments*

It was noted that the Pro Vice-Chancellor (Academic) would be leaving the University in June and the Pro Vice-Chancellor (Research) would be retiring later in the year. As a result, the positions of Deputy Vice-Chancellor (Academic) and Deputy Vice-Chancellor (Research) would be advertised shortly.

(g) *Federal Budget*

An Endowment Fund of \$500 million for universities had been announced as part of the Federal Budget the previous evening. The Pro Vice-Chancellor (Strategic Development) reported on the main items which could affect the higher education sector.

Full commonwealth funding would be achieved up to 5 points above student load target. If the University could reach a target student load of 105%, an additional \$6 million in commonwealth funding would be provided.

In 2009, a 3 year planning cycle would come into effect. Currently universities were operating on an annual planning cycle.

Cluster funding changes were announced, with the Faculty of Law and Management most likely to be affected by the measures. The 35% cap on full fee student numbers had been removed. Additional Commonwealth Scholarships for low income families were also announced.

Mr Reed requested a report on the evolution of the IT budget over the last 5 years. The Vice-Principal (Resources and Administration) agreed to provide a report and benchmarking data to Mr Reed.

VP(R&A)

Mr Reed queried what the University could do to reduce the administration load on academics. The Vice-Chancellor agreed that there were a number of issues the University needed to address including policies and procedures, duplication of effort and clear delegated authorities.

Mr Reed advised that he was impressed to hear the Vice-Chancellor's comments regarding the transparency of the budget and that he would like to see more funding going to the core business of research and learning and teaching. The Vice-Chancellor advised that the University's finances needed to be more clearly understood before attempting to reduce expenditure on non-core activities.

PART B: MATTERS FOR APPROVAL

415.1 CONFIRMATION OF THE MINUTES

The minutes of the meeting held on 21 March 2007 [AB07/57(M)] were confirmed.

415.2 MATTERS ARISING

415.2.1 Semesterisation

The Board received and noted report AB07/61, a response to a question posed at the February meeting of Academic Board regarding the impact of semesterisation of specific programs.

The Board noted that:

- there was no truth in the assertion that the student information system had reduced flexibility and/or impact on the creation and availability of teaching periods to support teaching practices;
- the student information system had been configured to ensure all teaching periods were compliant with HESA 2003 requirements;
- faculties could still offer a unit in an all-year teaching period if they desired; and
- it was a Faculty issue/decision relating to curriculum design and program delivery as noted by the Dean, Faculty of Humanities and Social Sciences, at the February meeting of Academic Board.

415.3 ITEMS APPROVED WITHOUT DISCUSSION

415.3.1 Award of Degrees and Diplomas

The Board received tabled report AB07/62 and **resolved** to recommend to Council the award of degrees and diplomas as detailed therein.

EO(AB)

415.3.2 Establishment of prizes

The Board **resolved** to establish formally the following Prizes:

Fac. Reg.
Ms L Smith
Ms A Forden

- (a) Faculty of Science, Technology and Engineering: Arthur Jones Essay Prize, as detailed in report AB07/63;
- (b) Faculty of Science, Technology and Engineering: Coomes Consulting Group/La Trobe University Civil Engineering Scholarship Program, as detailed in report AB07/64;
- (c) Faculty of Science, Technology and Engineering: North East Water/La Trobe University Civil Engineering Scholarship Program, as detailed in report AB07/65;
- (d) Faculty of Law and Management: The Dura-Wear Achievement Award, as detailed in report AB07/66;
- (e) Faculty of Law and Management: The Rydges on Bell Award, as detailed in report AB07/67;
- (f) Faculty of Law and Management: Sambell's Bar & Bistro Award, as detailed in report AB07/68;
- (g) Faculty of Law and Management: La Trobe University International Hotel School Award, as detailed in report AB07/69;
- (h) Faculty of Law and Management: School of Sport, Tourism and Hospitality Management Albury-Wodonga Campus Award - Second Year, as detailed in report AB07/70;
- (i) Faculty of Law and Management: School of Sport, Tourism and Hospitality Management Albury-Wodonga Campus Award - Third Year, as detailed in report AB07/71;
- (j) Faculty of Law and Management: School of Sport, Tourism and Hospitality Management Bendigo Campus Award - Second Year, as detailed in report AB07/72;
- (k) Faculty of Law and Management: School of Sport, Tourism and Hospitality Management Bendigo Campus Award - Third Year, as detailed in report AB07/73;
- (l) Faculty of Law and Management: The Bendigo Trust Prize, as detailed in report AB07/74;

- (m) Faculty of Law and Management: Sport and Tourism Youth Foundation Scholarship, as detailed in report AB07/75;
- (n) Faculty of Law and Management: Mt Buller Resort Management Board Prize, as detailed in report AB07/76;
- (o) Faculty of Law and Management: Mt Buller Chamber of Commerce Prize, as detailed in report AB07/77;
- (p) Faculty of Law and Management: Malcolm Lovegrove Memorial Prize, as detailed in report AB07/78;
- (q) Faculty of Law and Management: Leon Capraro Memorial Prize, as detailed in report AB07/79;
- (r) Faculty of Law and Management: Beraldo Coffee Prize, as detailed in report AB07/80;
- (s) Faculty of Law and Management: Allison Renee Lillywhite Memorial Prize, as detailed in report AB07/81;
- (t) Faculty of Health Sciences: The 'Familycare' Scholarship, as detailed in report AB07/82;
- (u) Faculty of Health Sciences: Foot Solutions Second Year Prize, as detailed in report AB07/83;
- (v) Faculty of Health Sciences: Foot Solutions Third Year Prize, as detailed in report AB07/84;
- (w) Faculty of Health Sciences: Foot Solutions Fourth Year Clinical Prize, as detailed in report AB07/85;
- (x) Faculty of Health Sciences: The Mount Alexander Postgraduate Award [*amendment*], as detailed in report AB07/86;
- (y) Faculty of Health Sciences: The Swan Hill District Hospital Award for First Year Students, as detailed in report AB07/87; and
- (z) Faculty of Health Sciences: The Swan Hill District Hospital Award for Second Year Students, as detailed in report AB07/88.

415.3.3 Report of Selection Committee

- (a) *Selection Committee: Chair in Tourism Management*
The Board received tabled confidential report AB07/89 and noted that the Dean, Faculty of Law and Management had recommended that for fiscal reasons the Chair in Tourism Management not be filled at this time.

Dr J Carr

415.3.4 La Trobe Alumni Prize

The Board **resolved** to award a La Trobe Alumni Prize to:

Fac. Reg./
AEGTO

- (a) Health Sciences: Ms Emily Caroline Major (Bachelor of Speech Pathology)

415.4 STANDING COMMITTEES OF ACADEMIC BOARD

415.4.1 Report of Academic Committee: 3 & 11 April 2007

The Board received report AB07/90.

- (a) *La Trobe University Student Unit Feedback*

The Board noted that Academic Committee had received the final report of the Quality Assurance of Unit Working Party, whose terms of reference were as follows:

1. To develop a University-wide QAU instrument with items which:
 - when analysed, contextualised and interpreted will assist Unit Coordinators in enhancing the learning in their Units;
 - are mapped to the compulsory CEQ items;
 - make sense in a unit evaluation;
 - are sufficiently generic to suit all disciplines;
 - are clear and unambiguous;
 - can be answered by the usual response scale; and
 - are mapped to a suitable range of optional CEQ items (assessment item to be focused on value if possible).
2. Call for expert assistance for testing and design of the instrument if deemed necessary.

In response to a comment that students would be inundated with various student experience surveys, the Pro Vice-Chancellor (Academic) advised that the Student Feedback Survey was not an additional instrument, simply a standardisation of the unit survey which was already in use across the University. The survey had been externally tested by ACER and would create benchmarking data, which was currently unavailable, for use across the University.

The Board **resolved** to endorse the La Trobe University Student Feedback Survey, as detailed in Attachment A to report AB07/90.

Dir. ADU

(b) *Special and supplementary examinations/assessment*

The Board **resolved** to endorse the following recommendations, contained in Attachment B to report AB07/90:

- there should be two supplementary examination periods across the University each year (and two progression periods);
- reduce the period of notice given to students from two weeks to one week, noting that students will be informed at the start of the unit of the University framework for timetabling supplementary assessment;
- remove the requirement that two thirds of the enrolment be passed before supplementary assessment is offered;
- raise the qualification mark for supplementary assessment from 45 to 47; and
- supplementary assessment to be restricted to units in which there is a single piece of work or assessment worth over 50%, unless the unit has a hurdle requirement.

The Board **resolved** to endorse, for referral to Council, the revised draft policy on supplementary assessment, for implementation in the 2008 academic year, as detailed in Attachment B to report AB07/90, with the following amendment:

Dir. AS/
EO(AcC)

Appendix Two: Proposed Revised Policy on Supplementary Assessment:

3 Supplementary assessment shall not be awarded where less than 47 per cent is obtained in a unit nor where all assessment items are worth 50 per cent *or less* of the total assessment in the unit.

(c) *Proposal to introduce a Postgraduate Certificate in Occupational Therapy and a Postgraduate Certificate in Occupational Therapy (Paediatrics)*

The Board **resolved** to endorse, for referral to Council, a proposal from the Faculty of Health Sciences to introduce a Postgraduate Certificate in Occupational Therapy (PGCertOT) and a Postgraduate Certificate in Occupational Therapy (Paediatrics) (PGCertPaediatricOT), as detailed in Attachment C to report AB07/90.

EO(AB)

(d) *Proposal to add Social Work and Social Policy units to the Postgraduate Diploma in Health Research Methodology*

The Board **resolved** to endorse a proposal from the Faculty of Health Sciences to add the following Social Work and Social Policy units to the Postgraduate Diploma in Health Research Methodology:

Fac. Reg.

- SWP4HOA, Social Work Honours A
- SWP5SPR, Social Work and Social Policy Readings A
- SWP5STR, Social Work Theory Readings: Theory and Practice
- SWP4THC, Social Work Thesis C

(e) *Proposal to amend the Postgraduate Diploma of Nursing Science in Perioperative Nursing and the Graduate Certificate in Perioperative Nursing*

The Board **resolved** to endorse a proposal from the Faculty of Health Sciences to amend the Postgraduate Diploma of Nursing Science in Perioperative Nursing and the Graduate Certificate in Perioperative Nursing, as detailed in Attachment D to report AB07/90.

Fac. Reg.

<p>(f) <i>Proposal to amend the Bachelor of Nursing (Honours)</i></p> <p>The Board resolved to endorse a proposal from the Faculty of Health Sciences to amend the Bachelor of Nursing (Honours), as detailed in Attachment E to report AB07/90.</p>	<p>Fac. Reg.</p>
<p>(g) <i>Proposal to change the nomenclature of the Bachelor of Nutritional Science</i></p> <p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Science, Technology and Engineering to change the nomenclature of the Bachelor of Nutritional Science to the Bachelor of Human Nutrition (BHumNut).</p>	<p>EO(AB)</p>
<p>(h) <i>Proposal to change the nomenclature of the Bachelor of Behavioural Science and associated degrees</i></p> <p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Science, Technology and Engineering to change the nomenclature of:</p> <ul style="list-style-type: none"> • the Bachelor of Behavioural Science to the Bachelor of Psychological Science (BPsySc); • the Bachelor of Laws/Bachelor of Behavioural Science to the Bachelor of Laws/Bachelor of Psychological Science; and • the Bachelor of Occupational Therapy/Bachelor of Behavioural Science to the Bachelor of Occupational Therapy/Bachelor of Psychological Science. 	<p>EO(AB)</p>
<p>(i) <i>Proposal to change the nomenclature of the Bachelor of Engineering (Civil)/Bachelor of Business</i></p> <p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Science, Technology and Engineering to change the nomenclature of the Bachelor of Engineering (Civil)/Bachelor of Business to the Bachelor of Civil Engineering/Bachelor of Business.</p>	<p>EO(AB)</p>
<p>(j) <i>Proposal to change the nomenclature of the Bachelor of Computing (Honours) and the Bachelor of Business/Bachelor of Computing</i></p> <p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Science, Technology and Engineering to change the nomenclature of:</p> <ul style="list-style-type: none"> • the Bachelor of Computing (Honours) to the Bachelor of Information Technology (Honours); and • the Bachelor of Business/Bachelor of Computing to the Bachelor of Business/Bachelor of Information Technology. 	<p>EO(AB)</p>
<p>(k) <i>Proposal to introduce degree specialisations</i></p> <p>The Board resolved to endorse a proposal from the Faculty of Science, Technology and Engineering to institute a new category of degree recognition called a specialisation which would be recognised with a specific title on the testamur and academic transcript, as detailed in Attachment F to report AB07/90.</p>	<p>Fac. Reg.</p>
<p>(l) <i>Proposal to introduce the Bachelor of Civil Engineering/Bachelor of Science</i></p> <p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Science, Technology and Engineering to introduce the Bachelor of Civil Engineering/Bachelor of Science (BCivEng/BSc), as detailed in Attachment G to report AB07/90.</p>	<p>EO(AB)</p>
<p>(m) <i>Proposal to delete course offerings commencing in 2008 in the Faculty of Science, Technology and Engineering and re-instate the Bachelor of Finance/Bachelor of Science</i></p> <p>The Board resolved to endorse a proposal from the Faculty of Science, Technology and Engineering to delete the following course offerings, commencing in 2008:</p> <ul style="list-style-type: none"> • Bachelor of Information Technology (Information Systems) • Bachelor of Information Technology (Software Development) • Bachelor of Information Technology (Computer Networks) • Bachelor of Applied Science/Bachelor of Computing 	<p>Fac. Reg.</p>

<ul style="list-style-type: none"> • Bachelor of Science (Honours)/Bachelor of Electronic Engineering • Bachelor of Cognitive Science/Bachelor of Computer Science • Bachelor of Computer Technology • Bachelor of Mathematical and Statistical Science • Bachelor of Computer Science/Bachelor of Mathematical and Statistical Science • Bachelor of Space Science • Bachelor of Viticultural Science and Wine Production • Bachelor of Bioinformatics/Bachelor of Science • Bachelor of Environmental Science • Bachelor of Environmental Science/Bachelor of Biological Sciences 	
<p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Science, Technology and Engineering to re-instate the Bachelor of Finance/Bachelor of Science.</p> <p>(n) <i>Proposal to introduce a Graduate Diploma in Education (Middle Years)</i></p>	EO(AB)
<p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Education to introduce a Graduate Diploma in Education (Middle Years) (GDipEd(MiddleYears)), as detailed in Attachment H to AB07/60.</p> <p>(o) <i>Proposal to introduce a Bachelor of Dentistry/Master of Dentistry</i></p>	EO(AB)
<p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Health Sciences to introduce a Bachelor of Dentistry/Master of Dentistry (BScDent/MDSc), as detailed in Attachment I to AB07/60.</p> <p>(p) <i>Academic Year 2008</i></p>	EO(AB)
<p>The Board resolved to endorse the La Trobe University Academic Year 2008, as detailed in Appendix 1 to Attachment J of report AB07/60, which maintained the 13 week standard semester structure and continued to support non-standard Teaching Periods; and that the Academic Services division proceed with publishing the approved 2008 academic year.</p> <p>(q) <i>Proposal to introduce a Graduate Certificate in Performing Arts (Primary)</i></p>	Dir. AS
<p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Education to introduce a Graduate Certificate in Performing Arts (Primary) (GradCertPerfArt(Primary)), as detailed in Attachment K to AB07/60.</p> <p>(r) <i>Proposal to introduce a Graduate Certificate in Art, Community and Cultural Education and a Graduate Diploma in Art, Community and Cultural Education</i></p>	EO(AB)
<p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Education to introduce a Graduate Certificate in Art, Community and Cultural Education (GradCertACCEd) and a Graduate Diploma in Art Community and Cultural Education (GradDipACCEd), as detailed in Attachment L to AB07/60.</p> <p>(s) <i>Proposal to change the nomenclature of the Bachelor of Development Studies and Bachelor of Visual Arts (Graphic Design)</i></p>	EO(AB)
<p>The Board resolved to endorse, for referral to Council, a proposal from the Faculty of Humanities and Social Sciences to change the nomenclature of:</p> <ul style="list-style-type: none"> • the Bachelor of Development Studies to the Bachelor of International Development (BID); and • the Bachelor of Visual Arts (Graphic Design) to the Bachelor of Graphic Design (BGrapDes). 	EO(AB)

(t) *Review of Academic Misconduct Policy*

The Board noted that in April 2005, Academic Committee had requested a review of the newly implemented Academic Misconduct Procedures, Policy and Regulations and a Working Party was established to conduct the review.

The Board **resolved** to endorse, for referral to Council, the amendments to the:

- Academic Misconduct Policy
- Academic Misconduct Guidelines
- Regulation 16.2 – Student Discipline and Misconduct – Academic Misconduct
- Regulation 21.12 – Examinations and Assessment
- Standard letters
- Statement of authorship

as detailed in Attachment M to report AB07/90.

EO(AB)/
Dir.AS

(u) *Faculty of Humanities and Social Sciences: multiple coding of units*

The Board noted that Academic Committee had received a proposal from the Faculty of Humanities and Social Sciences recommending that units be able to be designated with multiple codes to improve the opportunities for interdisciplinary programs.

It was noted that units could be given one code only and that units credited to various majors were only able to be coded to one area/discipline. The Faculty of Humanities and Social Sciences sought to be able to code the same unit various ways to promote interdisciplinary units and programs. Academic Committee noted that students tended to choose units based on their major and were unlikely to enrol in units that were cross-listed ie. students majoring in History were unlikely to enrol in a unit coded to Sociology or another area, even if that unit was considered to be appropriate for credit for more than one discipline or major.

The Associate Deans (Learning and Teaching) agreed to raise this issue within their Faculties to identify if it was only the Faculty of Humanities and Social Sciences that sought to multiple code units. The Director, Academic Services, agreed to provide the Committee with the administrative options if they were to agree with the Faculty's request to have units with multiple coding.

The Board noted that Academic Committee had requested that the Faculty of Humanities and Social Sciences provide a formal proposal listing the units that they sought to give multiple codes to.

(v) *Core/essential undergraduate unit materials to be offered on-line*

The Board noted that Academic Committee had agreed that the following core/essential materials be provided on-line:

The unit outline must be provided on-line and include:

- Details of assignments/assessment
- Learning objectives
- Generic skills
- Set texts/prescribed readings
- Lecturer details/consultation times
- Timetable
- Plagiarism policy website
- Location
- Special consideration information

Faculties should consider providing the following items on-line:

- Links to additional material available on the web
- Readings
- Quality assurance instrument
- General housekeeping rules

- OH&S in laboratories
- Practicals
- Class requirements
- Enrolment procedures for tutorials etc.
- Field trip requirements
- Permitted use of calculators and special equipment
- Submitting work
- Penalties for late work
- Deadlines
- Safety procedures
- Total workload expected
- Access to examination scripts
- Appeals against assessment decisions
- Requirements for honours
- Prizes and scholarships
- Departmental course advice
- Complaints procedure
- List of unit and year co-ordinators

415.5 OTHER MATTERS

415.5.1 **Redesignation of position: Associate Professor/Senior Lecturer in Special Needs Education**

The Board received report AB07/91 and noted that the recently established position of Associate Professor/Senior Lecturer in Special Education has been redesignated Associate Professor/Senior Lecturer in Special Needs Education.

Dr J Carr

415.5.2 **Review of Policy and Procedures for Promotion to Level D**

The Board received report AB07/92 and noted that a review of the University's policy and procedures for academic promotion at all levels had recently been undertaken by the respective promotions committees which were Chaired by the Pro Vice-Chancellor (Academic). The main purposes of the review were:

- to achieve a more manageable promotions process;
- to align the University's promotions processes across all levels; and
- to ensure that the expectations for promotion at each level were differentiated appropriately.

The Board **resolved** to endorse the proposed amendments to Section 5.11 of the Human Resources Manual, as detailed in report AB07/92.

PVC(A)/
Dr J Carr

415.5.3 **Review of Policy and Procedures for Promotion to Level A to Level B and from Level B to Level C**

The Board received report AB07/93 and noted that a review of the University's policy and procedures for academic promotion at all levels had recently been undertaken by the respective promotions committees which were Chaired by the Pro Vice-Chancellor (Academic). The main purposes of the review were:

- to achieve a more manageable promotions process;
- to align the University's promotions processes across all levels; and
- to ensure that the expectations for promotion at each level were differentiated appropriately.

The Dean, Faculty of Law and Management, reported that the Deans had not been consulted regarding the changes to the policy and procedures for academic promotions from Level A to Level B and Level B to Level C. It was noted that this was due to time constraints.

The Board **resolved** to endorse the proposed amendments to Section 5.12 of the Human Resources Manual, regarding weightings and assessment of learning and teaching, as detailed below:

PVC(A)/
Mr K Brown

Weightings

The minimum weighting for research and scholarship to be increased from 20% to 30% for applicants for promotion to Level B and Level C.

The committee should not in the future have the prerogative to amend the weightings assigned by an applicant.

Assessment of Learning and Teaching

Amendments to the requirements for evidence to support applicants' claims for learning and teaching achievements.

The Board did not agree to the Committee membership, as outlined in report AB07/93.

The Board supported a revision to the Committee structure for promotions from Level A to Level B and from Level B to Level C from a central to a faculty based promotions committee structure. The faculty based promotions committee membership should include the Deputy Vice-Chancellor (Academic), the Deputy Vice-Chancellor (Research) and a representative from another faculty academic promotions committee. The Vice-Chancellor advised that appropriate protocols and procedures would need to be in place for the faculty based promotions committees.

PVC(A)

415.5.4 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007)

The Board received report AB07/94 and noted the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code 2007)*, as detailed in Attachment 1 to report AB07/94. The Board also noted that as of 1 July 2007 all CRICOS-registered providers must comply with the provisions of *The National Code 2007*.

The Board **resolved** to approve the policy statements listed in bold that form section two of the *La Trobe University National Code Transition Support Program Project Report*, as detailed in Attachment 2 to report AB07/94, and noted the current compliant practices and further endorsed the actions proposed to ensure compliance with the new code.

CO(Int.)

415.5.5 Appointment of Honorary Distinguished Professor

The Board noted that Professor Debra Franko (School of Psychological Sciences) had been appointed as an Honorary Distinguished Professor for the period 1 January 2008 to 30 June 2008.

Fac. Reg.

PART C: MATTERS FOR INFORMATION

415.6 ITEMS FOR INFORMATION

415.6.1 Minutes of the Faculty Boards

The Board received and noted the following minutes of the Faculty Boards:

(a) Law and Management: 10 October 2006

FLM/FB06/05M

PART D: QUESTIONS WITH NOTICE

415.7 CHAIR, ACADEMIC BOARD: SEATING AT ACADEMIC BOARD?

The Chair, Academic Board, advised that there had been some criticism of the seating structure at Academic Board and some suggestion that the Vice-Chancellor, Chair and Executive Officer should return to sitting at the dais. The Chair requested that if members felt strongly about this issue they should advise him via email.

PART E: DISCUSSION

415.8 RESEARCH AGENDA

Professor Erich Wiegold, Pro Vice-Chancellor (Research), spoke to tabled report AB07/95, a presentation regarding "*Research at La Trobe*".

Professor Weigold advised that there would be a review of the Research and Graduate Studies office and submissions were welcome.

Professor Adams queried what planning had been done at University level with regard to the need to increase the number of staff and quality of research for the second RQF exercise and whether staff would be assisted to maximise their research output.

The Vice-Chancellor advised that the University would need to review incentives for staff with high quality research output, but that these were complex issues that needed to be addressed in a coherent way. It was noted that more advice and support within departments and schools was also required.

Professor Murphy requested that further information be provided regarding positive outputs in all areas of the University. The Chair advised that the details regarding the University's research strengths, once collated, would become public knowledge.

The meeting closed at 11.40am.

NEXT MEETING: **9.30am**
 Wednesday 13 June 2007
 Council Chamber
 John Scott Meeting House
 Bundoora Campus

CONFIRMED BY CHAIR _____ **DATE** _____